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# School Breakfast Program

The School Breakfast Program (SBP) is a federally assisted meal program administered by the Texas Department of Agriculture (TDA) and operating in public schools, nonprofit private schools and residential child care institutions (RCCIs). It provides nutritionally balanced, economically priced or free breakfasts to all children each school day. The program was established under the Child Nutrition Act of 1966 to ensure that all children have access to a healthy breakfast at school to promote learning readiness and healthy eating behaviors.

Section 33.901 of the Texas Education Code mandates that breakfast be made available for all students in schools having at least 10 percent or more students eligible for free and reduced-price meals.

Regulations require that all school meals meet the recommendations of the Dietary Guidelines for Americans. In addition, breakfasts must provide one-fourth of the Recommended Dietary Allowances (RDAs) for protein, calcium, iron, vitamin A, vitamin C and calories.

Participating schools must serve breakfasts that meet federal nutrition standards and must provide free and reduced-price breakfasts to eligible children. Participating schools receive reimbursement from the U.S. Department of Agriculture (USDA) through TDA for each meal served that meets program requirements. Contracting entities (CEs) submit a claim to TDA for meals served.

Schools may qualify for higher “severe need” reimbursements if a specified percentage of their lunches are served free or at a reduced-price.

Schools may charge no more than 30 cents for a reduced-price breakfast. Schools set their own prices for breakfasts served to students who pay the full meal price (paid), though they must operate their meal services as nonprofit programs. See Section 14, Meal Pricing, for additional information.

Each CE must select one or more Menu Planning System(s) for use in its School Nutrition Programs (SNP) in the Texas Unified Nutrition Programs System (TX-UNPS) or by completing the *School Nutrition Programs Site Application* form located at [www.squaremeals.org](http://www.squaremeals.org). CEs can choose a Food Based Menu Planning System (Traditional or Enhanced) or Nutrient Standard or Assisted Nutrient Standard Menu Planning. Both Traditional and Enhanced Food Based Menu Planning Systems require that specific food components be served in certain amounts. Nutrient Standard and Assisted Nutrient Standard Menu Planning take a nutrient-based approach to menu planning. This approach requires a nutritional analysis of foods used in school meals be conducted using a USDA-approved computer software.

## Outreach to Households on the Availability of the SBP

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. In an effort to help more students benefit from the nutritious meals served in the SBP, CEs must inform households of the availability of breakfast.

A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with the free and reduced-price school meal applications for the new school year. In addition, schools must send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide reminders to children through their public address systems in schools or through means normally used to communicate with the households of the enrolled children. Other acceptable outreach activities may include developing or disseminating printed or electronic material to families and students. For example, information about the SBP should be posted on the school's website.

TDA encourages CEs to use the information in USDA's SBP toolkit, *Expanding Your School Breakfast Program*. This toolkit is a resource for outreach and expansion activities and can be found at <http://www.fmns.usda.gov/cnd/Breakfast/expansion/default.htm>.

## Food Based Menu Planning Systems

### Meeting Meal Pattern Requirements

Breakfasts should be planned that consider students' regional and cultural food preferences, including well-liked and familiar foods. Plan for contrast in texture, flavor, size and shape of foods to create interest.

- **Fluid Milk** — Fluid milk served as a beverage or on cereal or both. The 2010 Dietary Guidelines for Americans recommend that persons over two years of age consume fat-free or low-fat (1%) milk. The milk must be 1% unflavored milk or fat-free flavored or fat-free unflavored milk. CEs must offer at least two choices from the following:
  - fat-free milk (flavored or unflavored),
  - low-fat (1%) milk (white),
  - fat-free or low-fat lactose reduced milk,
  - fat-free or low-fat lactose-free milk,
  - fat-free or low-fat buttermilk,
  - fat-free or low-fat acidified milk, and
  - shelf-stable milk.

The milk must be pasteurized and fluid and meet the State and local standards.

- **Juice/Fruit/Vegetable** — Fresh, canned, frozen and dried fruits may be used interchangeably. To aid in the absorption of iron from bread and cereal products, it is recommended that a fruit or vegetable high in vitamin C be offered daily.

- **Grains/Breads** — Use a variety of hot breads, such as cornbread, and different kinds of muffins and biscuits. Breakfast sandwiches, pancakes, waffles or French toast may be offered. Cereals may be served hot or as pre-packaged, preportioned dry cereals, including enriched or whole-grain wheat, corn, rice, and oats. Some of the iron-fortified cereals on the market may also contain considerable amounts of sugar and should be avoided.
- **Meat/Meat Alternates — Offering meat/meat alternates as part of the breakfast menu is optional.** Use a variety of meat/meat alternates, such as eggs, ground beef, turkey, ham, cheese, nuts and seeds or nut and seed butters, yogurt, dried peas and beans, fish or poultry. Alternate egg dishes with other main dishes. For variety use lowfat ingredients to prepare combination dishes, such as grits-cheese casserole, breakfast burritos, sandwiches and pizza. Mix nuts and seeds with dried fruits to serve as is or as a topping for hot cereal. Nuts and seeds can also be blended into pancake and waffle batters.

Whenever possible, serve lower fat meat/meat alternates, such as fresh or frozen lean meat, poultry, fish, yogurt or cooked dry beans and peas, instead of processed meats. Use cheese made from skim milk, such as mozzarella.

Mix lowfat cottage cheese with dried fruits to use as a spread for breads in place of cream cheese or butter. Bacon may not be credited as meat/meat alternate due to its high percentage of fat.

- **Purchased Prepared Menu Items** — Used to contribute to the meat/meat alternate component of the breakfast; should be supported by a child nutrition (CN) label, product analysis sheet or manufacturer's specification.
- **Offering Choices** — As often as possible, offer choices in breakfast foods. Offering choices even within only one component, such as fruit/vegetable, will mean increased customer satisfaction and less food waste.

## Schedule B

### School Breakfast Pattern for Traditional Food Based Menu

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS		
	AGES 1 and 2	Ages 3, 4 and 5 (Preschool)	GRADES K-12
<b>Milk</b> Milk, fluid (as a beverage, on cereal, or both)	1/2 cup (4 fl oz)	3/4 cup (6 fl oz)	1 cup (8 fl oz)
<b>Juice/Fruit/Vegetable</b> Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup
<b>SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS; OR TWO FROM ONE COMPONENT; OR AN EQUIVALENT COMBINATION <sup>1</sup>:</b>			
<b>Grains/Breads<sup>2</sup></b> Whole-grain or enriched bread Whole-grain or enriched biscuit, roll, muffin, etc. Whole-grain, enriched, or fortified cereal	1/2 slice 1/2 serving 1/4 cup or 1/3 oz	1/2 slice 1/2 serving 1/3 cup or 1/2 oz	1 slice 1 serving 3/4 cup or 1 oz
<b>Meat or Meat Alternates<sup>3,4,5</sup></b> Lean meat, poultry or fish Alternate protein products <sup>3</sup> Cheese Egg (large) Peanut butter or other nut or seed butters Cooked dry beans and peas Nuts and/or seeds (as listed in program guidance) <sup>4,5</sup> Yogurt, plain or flavored, unsweetened, or sweetened – commercially prepared	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1 Tbsp 2 Tbsp 1/2 oz = 50% 2 oz or 1/4 cup	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1 Tbsp 2 Tbsp 1/2 oz = 50% 2 oz or 1/4 cup	1 oz 1 oz 1 oz 1/2 large egg 2 Tbsp 4 Tbsp 1 oz = 50% 4 oz or 1/2 cup
<sup>1</sup> Minimum servings for Meat/Meat Alternate = 0.25 ounce and for Grains/Breads = 1/4 serving. <sup>2</sup> Grains/Breads must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ. <sup>3</sup> Alternate protein products (also known as Vegetable Protein Products (VPP)) must meet requirements in Appendix A of 7 CFR Part 220. <sup>4</sup> No more than 1 ounce of nuts and/or seeds may be served in any one breakfast. <sup>5</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.			

## Schedule C

### School Breakfast Pattern for Enhanced Food Based Menu

	MINIMUM REQUIREMENTS			
FOOD COMPONENTS AND FOOD ITEMS	REQUIRED FOR			OPTION FOR
	AGES 1-2	PRESCHOOL	GRADES K-12	GRADES 7-12
<b>Milk</b> Milk, fluid (as a beverage, on cereal, or both)	1/2 cup (4 fl oz)	3/4 cup (6 fl oz)	1 cup (8 fl oz)	1 cup (8 fl oz)
<b>Juice/Fruit/Vegetable</b> Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup	1/2 cup
<b>SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS; OR TWO FROM ONE COMPONENT; OR AN EQUIVALENT COMBINATION <sup>1</sup>:</b>				
<b>Grains/Breads<sup>2</sup></b> Whole-grain or enriched bread Whole-grain or enriched biscuit, roll, muffin, etc. Whole-grain, enriched, or fortified cereal	1/2 slice 1/2 serving 1/4 cup or 1/3 oz	1/2 slice 1/2 serving 1/3 cup or 1/2 oz	1 slice 1 serving 3/4 cup or 1 oz	1 slice 1 serving 3/4 cup or 1 oz – Plus an additional serving of one of the Grains/Breads above.
<b>Meat/Meat Alternates<sup>3,4,5</sup></b> Lean meat/poultry or fish Alternate protein products <sup>3</sup> Cheese Egg (large) Peanut butter or other nut or seed butters Cooked dry beans and peas Nuts and/or seeds (as listed in program guidance) <sup>4,5</sup> Yogurt, plain or flavored, unsweetened, or sweetened – commercially prepared	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1 Tbsp 2 Tbsp 1/2 oz = 50% <sup>5</sup> 2 oz or 1/4 cup	1/2 oz 1/2 oz 1/2 oz 1/2 large egg 1 Tbsp 2 Tbsp 1/2 oz = 50% <sup>5</sup> 2 oz or 1/4 cup	1 oz 1 oz 1 oz 1/2 large egg 2 Tbsp 4 Tbsp 1 oz = 50% 4 oz or 1/2 cup	1 oz 1 oz 1 oz 1/2 large egg 2 Tbsp 4 Tbsp 1 oz = 50% 4 oz or 1/2 cup
<sup>1</sup> Minimum servings for Meat/Meat Alternate = 0.25 ounce and for Grains/Breads = 1/4 serving. <sup>2</sup> Grains/Breads must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ. <sup>3</sup> Alternate protein products (also known as Vegetable Protein Products (VPP)) must meet requirements in Appendix A of 7 CFR Part 220. <sup>4</sup> No more than 1 ounce of nuts and/or seeds may be served in any one breakfast. <sup>5</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced. Note: For infants 3-11 months, see page 11.2, Meal Pattern for Infants				

## Breakfast Requirements

The SBP meal pattern requires that four components be offered. Each breakfast menu offered and claimed for reimbursement must conform to one of three combinations. These combinations are shown below.

### Combinations Containing Required Components

Combination 1	OR	Combination 2	OR	Combination 3
8 fl.oz. Milk ½ cup Juice/Fruit/ Vegetable 2 Grains/Breads		8 fl.oz. Milk ½ cup Juice/Fruit/ Vegetable 2 oz. Meat/Meat Alt.		8 fl.oz. Milk ½ cup Juice/Fruit/ Vegetable 1 Grains/Breads 1 oz. Meat/Meat Alt

- In schools not implementing offer versus service, a student must take full portions of all four components offered.
- The reimbursable offer versus serve meal selections are shown below. In schools implementing offer versus serve, students can refuse one of the components offered and still have a reimbursable meal.

Selections from Combination 1	OR	Selections from Combination 2	OR	Selections from Combination 3
½ cup Juice/Fruit/Vegetable 2 Grains/Breads <b>OR</b> 8 fl. oz. Milk 2 Grains/Breads <b>OR</b> 8 fl. oz. Milk ½ cup Juice/Fruit/Vegetable 1 Grains/Breads		½ cup Juice/Fruit/Vegetable 2 oz. Meat/Meat Alt. <b>OR</b> 8 fl. oz. Milk 2 oz. Meat/Meat Alt. <b>OR</b> 8 fl. oz. Milk ½ cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alt.		½ cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alt. 1 Grains/Breads <b>OR</b> 8 fl. oz. Milk 1 oz. Meat/Meat Alt. 1 Grains/Breads <b>OR</b> 8 fl. oz. Milk ½ cup Juice/Fruit/Vegetable 1 Grains/Breads <b>OR</b> 8 fl. oz. Milk ½ cup Juice/Fruit/Vegetable 1 oz. Meat/Meat Alt. <i>In addition, at the SFA's option:</i> 8 fl. oz. Milk 2 oz. Meat/Meat Alt. <b>OR</b> 8 fl. oz. Milk 2 Grains/Breads <b>OR</b> ½ cup Juice/Fruit/Vegetable 2 oz. Meat/Meat Alt. <b>OR</b> ½ cup Juice/Fruit/Vegetable 2 Grains/Breads



## Sample Breakfast Menus

Food Components	Menu	Portion
Juice/Fruit/Vegetable	Apple Juice	½ c.
Grains/Breads	Cheese Toast (Bread)	1 slice
Meat or Meat Alternate	Cheese	1 oz.
Fluid Milk	Milk	½ pt (8 fl.oz.)
Juice/Fruit/Vegetable	Grapefruit Juice	½ c.
Grains/Breads	Pancakes with Syrup	2 (2 Grains/Breads)
Fluid Milk	Milk	½ pt. (8 fl.oz.)
Juice/Fruit/Vegetable	Cantaloupe Wedges	½ c.
Grains/Breads	Toasted Bagel	½
Meat or Meat Alternate	Peanut Butter	2 Tbsp.
Fluid Milk	Milk	½ pt. (8 fl. oz.)
Juice/Fruit/Vegetable	Fruit Cup (Banana, Orange, Pineapple Chunks)	½ c.
Meat or Meat Alternate	1 large hard-cooked egg	1 large egg (2 M/MA)
Fluid Milk	Milk	½ pt. (8 fl.oz.)
Juice/Fruit/Vegetable	Orange Juice or Banana	½ c.
Grains/Breads	Choice of Ready-to-Eat Cereal	¾ c.
	Whole Wheat Toast	1 slice
Fluid Milk	Milk	½ pt. (8 fl. oz.)

## Child Nutrition Labels

The existence of a CN label on a product provides schools and other SNP operators with a guarantee that the product contributes to the meal pattern requirements as printed on the label. For additional information regarding CN labels, refer to Section 9, Lunch.

## Offer versus Serve

### Implementation

CEs are allowed, but not required, to implement offer versus serve in their breakfast programs at some or all grade levels. In schools implementing offer versus serve, students are allowed to refuse any one component that they do not intend to eat. The refused component may be any of the four components offered to the student. A student's decision to accept or refuse one of the four components does not affect the charge for breakfast. In schools not implementing offer versus serve, a student must take full portions of all four components offered to be reimbursable.

### Reimbursable Breakfast under Offer versus Serve

When using Offer vs. Serve in Traditional Food Based menu planning for breakfast, students must take full servings of at least 3 food items. To count one grain/bread item, a student must take at least one full serving, which may be in more than one food item. To count two grains/breads, a student must take two full servings. A grain/bread food item can be taken in combination with another food item (for example, in a burrito) or separately (for example, cereal and toast), but it can only be counted if the total adds up to 1 grain/bread serving. Additional information can be found in the *Offer Vs. Serve Resource Guide*.

### Requirements:

1. All four components of the SBP must be offered to all students prior to the point-of-service.
2. The offered serving sizes of those four components must be consistent with the minimum quantities specified in this section.
3. The student must select full-sized portions of at least three of the four offered components. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.

There are a number of points to consider when identifying components:

1. A **component** is different from a **menu item**. A menu item is any planned meat/meat alternate; vegetable, fruit, or juice; grains/breads; or milk that is named on the menu to be served on a given day. Components make up menu items. A menu item may contain only one component or it may contain more than one component. Some examples of menu items that contain more than one component include peanut butter toast, ham biscuit and egg muffin. All of these menu items are made up of two components, the meat/meat alternate and the grains/breads components.
2. To count the vegetable/fruit, the total quantity taken must be  $\frac{1}{2}$  cup for age three and over. If the menu contains two  $\frac{1}{4}$  cup servings of vegetable/fruit, the student would need to select both servings to fulfill the vegetable/fruit requirement.
3. To count the grains/breads as one of the three components needed for a reimbursable breakfast, a student must take a full serving. To count a meat/meat alternate component, a student must also take a full serving. For example, if a K-12 student selected a half slice of

cheese toast (½ ounce cheese, ½ slice bread) no credit would be given for either the meat alternate or the bread.

4. Two servings of either a grains/breads or meat/meat alternate may be offered. A double serving of the same food (grains/breads or meat/meat alternate) will count as two components toward the reimbursable breakfast. For example: a. Two pancakes, b. One bagel, c. One-egg omelet.

#### **Examples of Non-Reimbursable Breakfasts under Offer versus Serve**

- A second serving of vegetable/fruit or juice or a second serving of milk will not count toward the reimbursable breakfast.
- Three servings of meat/meat alternate and grains/breads in any combination will not count as a reimbursable breakfast.
- Combination food items served as a reimbursable breakfast, such as breakfast burritos or fruit turnovers, can only be counted as two items, regardless of the size, weight or number of food items the product contains.

## Identifying a Reimbursable Breakfast for Food Based

Menu	K-12 Student Takes:	Reimbursable Breakfast
#1 Fruit Cup (1/2 cup) Hard-Cooked Egg (1) Whole Wheat Toast (1 slice) Fluid Milk (1/2 pint) (8 fl. oz.)	<div> Fruit Cup  Hard-Cooked Egg </div>	<p><i>Yes.</i> The egg counts as two food components and the fruit cup counts as one food item.</p> <p>Remember in the SBP, ½ of a large egg will fulfill the meat/meat alt. requirement.</p>
#2 Orange Slices (1/4 cup) Apple Wedges (1/4 cup) Bagel (1) Fluid Milk (1/2 pint) (8 fl. oz.)	<div> Orange Slices  Bagel </div>	<p><i>No.</i> The bagel counts as two food items (two grains/breads). However, in addition to the orange slices, the student would also need to take the apple wedges to fulfill the juice/fruit/vegetable requirement.</p>
#3 Orange Juice (1/2 cup) Cheese Toast (1 oz. Cheese) (1 slice toast) Fluid Milk (1/2 pint) (8 fl. oz.)	<div> Cheese Toast  Fluid Milk </div>	<p><i>Yes.</i> The cheese toast counts as two food items (grains/breads). With the addition of milk, three food items have been taken.</p>
#4 Sliced Peaches (1/2 cup) Ready-To-Eat Cereal (3/4 cup) Raisin Toast (1 slice) Crisp Bacon (1 slice) Fluid Milk (1/2 pint) (8 fl. oz.)	<div> Sliced Peaches  Raisin Toast  Crisp Bacon </div>	<p><i>No.</i> Only two creditable food items have been taken.</p> <p>The bacon is considered an “other” food that does not count toward meeting the breakfast requirements.</p>
#5 Orange and Grapefruit Sections (1/2 cup) Pancakes (2) Fluid Milk (1/2 pint) (8 fl. oz.)	<div> 1 Pancake  2 Milk </div>	<p><i>No.</i> Although a double portion of grains/breads or meat/meat alternate counts as two food items, a second portion of milk or juice/fruit/vegetable does not count toward reimbursement.</p>

## Crediting Breakfast Cereals

A breakfast cereal is creditable if any of the following are true:

1. The cereal is labeled as whole grain (100% of the grain component is whole grain);
2. The cereal is labeled as “enriched”;
3. The cereal is labeled as “fortified”;
4. The ingredient statement shows that the primary grain ingredient is either whole grain, enriched flour or meal, bran or germ; or
5. Manufacturer documentation provides the gram amount of creditable grains per serving.

Refer to the flow chart in Section Three, on Page 3-7 of the *Food Buying Guide for Child Nutrition Programs* (FBG) for information regarding options to determine the creditability of breakfast cereals.

Some cereal manufacturers, however, no longer attach the words “fortified” or “enriched” to the name of the cereal on the label. In addition, some cereal manufacturers add the words “whole grain” or “made with whole grain” to the product label even if the grain component is not 100% whole grain, thus making it difficult to determine if the cereal is creditable.

If the cereal label does not give enough information to complete the steps in the FBG flow chart mentioned above, you may use the following nutrient criteria entitled the Food and Nutrition Service (FNS) Nutrient Criteria for Breakfast Cereals as a sixth option for determining creditability of breakfast cereals.

To provide consistency in determining grains/breads creditability, the FNS Nutrient Criteria for Breakfast Cereals is based on the minimum required amounts of selected nutrients in one slice of enriched bread. The FNS Nutrition Criteria for Breakfast Cereals does not replace the guidance in the FBG or how to determine the creditability of a grain/bread; it just provides an additional option to determine creditability.

If a CE uses the FNS Nutrient Criteria for Breakfast Cereals to determine creditability, then the product must contain the minimum levels of all five nutrients listed on the chart on the next page.

FNS Nutrient Criteria for Breakfast Cereals Served to Children Ages One and Older					
Required Nutrient	Cereal Portion Size		Minimum % Daily Value (%DV) of Nutrient per Portion	or	Minimum Weight of Nutrient per Portion
	Ready-to-Eat (whichever amount weighs less)	Ready-to-Cook			
Thiamin (B1)	1.0 ounce or ¾ cup	25 grams dry	6.7 %	or	0.10 mg
Riboflavin (B2)	1.0 ounce or ¾ cup	25 grams dry	3.5 %	or	0.06 mg
Niacin (B3)	1.0 ounce or ¾ cup	25 grams dry	4.2 %	or	0.84 mg
Folic Acid (B9)	1.0 ounce or ¾ cup	25 grams dry	5.0 %	or	20.0 mcg
Iron	1.0 ounce or ¾ cup	25 grams dry	3.9 %	or	0.70 mg

NOTE: The FNS Nutrient Criteria for Breakfast Cereals are set for specific portion sizes. The portion size for ready-to-eat breakfast cereals is one ounce or ¾ cup, whichever amount weighs less. The portion size for cooked cereal is 25 grams of ready-to-cook dry cereal regardless of the amount of cooked cereal served or the amount of liquid is added to cook the cereal.

If the serving size on the Nutrition Facts Label matches the cereal portion listed in the FNS Nutrient Criteria for Breakfast Cereals chart, then the CE can compare the nutrients listed on the Nutrition Facts Label to the FNS Nutrient Criteria for Breakfast Cereals.

If the serving size on the Nutrition Facts Label does not match the cereal portion listed in the FNS Nutrient Criteria for Breakfast Cereals chart, then the CE will need to convert the nutrient values from the label to determine the amount of nutrients in the required cereal portion size.

CEs can convert the nutrient values using the online United States Department of Agriculture (USDA), Agricultural Research Service (ARS), Nutrient Data Laboratory, National Nutrient Database for Standard Reference or you can manually calculate the nutrient values.

It is recommended that CEs use the ARS National Nutrient Database for Standard Reference. The ARS National Nutrient Database for Standard Reference can be found at <http://www.nal.usda.gov/fnic/foodcomp/search/>.

## **Nutrient Standard and Assisted Nutrient Standard Menu Planning Systems**

Both Nutrient Standard (NSMP) and Assisted NSMP use computerized nutrient analysis of menus as planning tools. When averaged over a school week, this menu analysis must meet the nutrient standards for specific age/grade groups.

NSMP and Assisted NSMP take a Nutrient Based approach to menu planning. The menu served must be the menu planned. Planning is done with the help of USDA-approved nutrient analysis computer software that is specifically programmed to help create menus that meet the nutrition goals established by the School Meals Initiative (SMI) for Healthy Children. The SFA **must** be using the “current” National Nutrient Database for Child Nutrition Programs. Refer to the end of this section for a list of USDA-approved nutrient analysis software.

With NSMP, computer software is used to plan menus and perform nutrient analysis. With Assisted NSMP, an outside consultant or other agency (such as an outside consultant or another CE) does the menu planning and nutrient analysis based on local preferences.

Unlike Food Based Menu Planning, NSMP and Assisted NSMP do not use meal patterns with required food components and food items. In fact, there are no required foods except fluid milk. Instead of food components, planners work with menu and food items.

Many menu planners using NSMP like the flexibility it gives them in selecting foods and responding to customer preferences. It may be easier, for example, to provide vegetarian and ethnic selections. This flexibility might make planning within a budget easier, too.

In addition, because the nutrient analysis is conducted before the menu is served, there is immediate feedback on compliance with the nutrition goals. The nutrient analysis can be a tool for marketing healthy school meals as well as planning them.

### **Establishment of the Nutrient Standards Grade Groups:**

The Nutrient Standards for all menu planning systems for breakfast are set, at a minimum, for these grade levels:

#### **Breakfast Required Grade Groups:**

- Preschool
- Grades K-12
- An optional standard for Grades 7-12

## Nutrient Standard Targets/Ranges

SFAs are required to meet targets for the nutrient standards. Calories, total fat, saturated fat, vitamin A, vitamin C, iron and calcium must meet targets as set forth by USDA (see Age/Grade groups and related levels for additional details). The nutrient analysis must meet the targets or it will result in a Coordinated Review Effort (CRE) finding and may cause fiscal action.

The following chart indicates the targets and range for each nutrient standard and the adverse action taken, if any, if the nutrient standards do not meet their targets or within the acceptable range.

Nutrient Standard	Target/Range	Adverse Action
Calories	Below 100% - Calories too Low	Finding
	Above 120% - Calories too High	Finding
	Between 100% and 120% - Acceptable Range	No Finding
Total Fat	Below 30% - Acceptable Range	No Finding
	Above 30% - Total Fat too High	Finding
Saturated Fat	Below 10% - Acceptable Range	No Finding
	Above 10% - Saturated Fat too High	Finding

## State Agency Approval for Assisted NSMP

Before implementing Assisted NSMP, a CE must contact TDA. TDA will then send an application packet to the CE to complete and return to TDA with all required documentation. TDA will review menu cycles, nutrient analyses, recipes and food product specifications to ensure the Assisted NSMP requirements are met. TDA will notify the CE within eight weeks of receiving the completed application packet if its documentation does not comply with the menu planning requirements. Approval to implement Assisted NSMP will be granted only after the CE provides the necessary documentation. The regional Education Service Centers (ESCs) will provide technical assistance.

## Menu Item Definition

NSMP deals with menu items instead of food components and food items. A menu item may be any single food or combination of foods.

The three categories of menu items for breakfast is fluid milk served as a beverage and any two other foods, except for a food of minimal nutritional value.

### Example:

<i>Egg Taco</i>	<i>Menu Item 1</i>
<i>Orange Juice</i>	<i>Menu Item 2</i>
<i>Fluid Milk Choices</i>	<i>Milk</i>



There is no requirement for an entree for breakfast. All menu items must be offered prior to the point of service.

## Requirements for Reimbursable Meals under Offer versus Serve

Offer versus serve is a serving method designed to reduce food waste and food costs in school nutrition programs without jeopardizing the nutritional integrity of the meals served.

### School Breakfast Program

- A minimum of three menu items must be offered: one must be milk.
- Student must select at least two items.
- Student may decline a maximum of one item.
- The option to allow offer versus serve is determined by the CE.

The breakfast must be priced as a unit regardless of the number of menu items selected by the student.

Under offer versus serve, a student may decline food items that he/she does not intend to eat. When a full portion of a food item is declined, a smaller portion may be offered. Offering smaller portions is not mandatory and is a local decision. **Only full portions of menu items may be credited toward meeting the requirements for reimbursable meals.**

## Weighted Averages

NSLP and SBP regulations require weighted averages for conducting nutrient analyses. Simple averaging is no longer allowed. A weighted nutrient analysis gives more weight to nutrients in popular foods that are more frequently selected by students. Weighted analyses allow for a greater contribution of nutrients to come from menu items that are selected more often and less nutrient contribution from those menu items selected less often.

CEs, which conduct nutrient analyses of centralized menus, will need to consolidate or aggregate production data records for all menu items served in reimbursable meals in all of their schools in order to weight the analysis.

In weighted averaging, the total number of planned reimbursable meals with projected number of servings for each menu item, excluding food items sold as adult meals and a la carte, is required for each menu.

## Combining Breakfast and Lunch Nutrient Standards

NSMP and Assisted NSMP only allow schools using weighted averaging for both breakfast and lunch the option to combine the total nutrients for breakfast and lunch together in proportion to the participation in each meal. Software systems may have the capability to combine the breakfast and lunch analysis in proportion to your participation. This is an optional feature of USDA-approved nutrient analysis software and not all nutrient analysis software will have it.

## Combining NSMP with Food Based Menu Planning Systems

CEs can use different menu planning systems for different schools in the CE. Federal regulations also allow CEs to use different menu planning systems within one school; however, it is not recommended.

## Standardized Recipes and Preparation Techniques

In the planning and serving of NSMP, standardized recipes and preparation techniques **must** be used. In order to qualify as a standardized recipe, a recipe must have an established and specified yield, portion size and quantity. In addition, the ingredients must be constant in measure and preparation. Examples of standardized recipes include the USDA *Quantity Recipes for Schools* and the *New School Lunch and Breakfast Recipes...A Tool Kit for Healthy School Meals*.

This information, including Spanish translations, may be downloaded from the Team Nutrition website at [www.teamnutrition.usda.gov/Resources/usda\\_recipes.html](http://www.teamnutrition.usda.gov/Resources/usda_recipes.html). Schools may also use local or state standardized recipes.

## Processed Foods

When processed foods are used in NSMP, the nutrient analysis of these products must either be in the *National Nutrient Database for Child Nutrition Programs* or entered into the CE's local database. The nutrient analysis of the actual product must be used. See Section 9, Lunch, for additional information regarding processed foods.

A Nutrient Analysis or a "Nutrient Fact Label" must be requested from the manufacturer or broker of any processed foods used, including USDA-donated foods sent for processing. Request the nutrient analysis as part of the CE's bid specifications. This nutrition information must then be added to the nutrient analysis software. Contact the software supplier or software manual for directions on how to add this product information to your nutrient analysis software.

For more detailed information concerning planning healthy school meals, refer to *A Menu Planner for Healthy School Meals*, by USDA. If your CE does not have a copy of this resource, contact your regional ESC Child Nutrition Program (CNP) Specialist. This resource can be accessed on the web at <http://teamnutrition.usda.gov/Resources/menuplanner.html>.

## Shelf-Stable, Dry or Semi-Dry Meat Snacks

Shelf-stable, dry or semi-dry meat snacks are not creditable in any meal served under the USDA SNPs.

### Non-Creditable Shelf-stable Meat Snacks

Non-creditable meat snacks can include, but are not limited to, the following products:

- Smoked snack sticks made with beef and chicken;
- Summer sausage;
- Pepperoni sticks;
- Meat, poultry or seafood jerky such as beef jerky, turkey jerky and salmon jerky; and
- Meat or poultry nuggets (shelf-stable, non-breaded, dried meat or poultry snack made similar to jerky) such as turkey nuggets.

The shelf-stable, dried meal, poultry and seafood snacks do **not** meet the usual and customary function of the meat/meat alternate component as either an entrée or side dish of a meal.

Also, dried meat, poultry or seafood snacks **do not** qualify for the Child Nutrition (CN) Labeling Program because they **cannot** contribute to the meat component of a reimbursable meal. Fact sheets or company certified product formulation statements **should not** be accepted for these products.

### Creditable Meat Snacks

While the above mentioned snacks cannot contribute as a creditable component in a reimbursable meal, there are some meat stick type products that **can** be used in a reimbursable meal. The following are examples of meat stick products that may be counted as a creditable meat/meat alternate component in a reimbursable meal with a CN Label or company certified product formulation statement:

1. Cooked, cured meat and/or poultry sausages excluding byproducts, cereals, binders or extenders such as Bologna, Frankfurters, Knockwurst and Vienna Sausage as are listed on pages 1-36 and 1-37 of the *Food Buying Guide for Child Nutrition Programs*.
2. Finger-food types of shelf-stable sticks, usually packed in water, with a parenthetical product name such as “chicken strips packed in water”, are creditable when offered for children one and older, and when made without byproducts, cereals, binders or extenders. These products are similar to Vienna Sausage. They are **not** creditable on the Infant Meal Pattern (ages 0-12 months).
3. Extended meat or poultry “patty-like” products shaped into sticks which are usually breaded and either frozen or refrigerated; and
4. Dried pepperoni when used as a topping on a CN Labeled pizza.

## **Severe Need Breakfast (SNB) Overview**

USDA established severe need funding for breakfast for schools serving a large percentage of needy students with the idea that the increased funding would permit the serving of more nutritious breakfasts. Severe need funding is approved on a school-by-school basis, and is restricted to the cost of producing and serving breakfast. Within the CE, some schools may be eligible for severe need funding and others may not.

## **What is Severe Need Breakfast Reimbursement?**

In addition to the regular SBP reimbursement rates for paid, free, and reduced-price breakfasts, CEs that qualify for and have applied for Severe Need Breakfast (SNB) reimbursement shall receive additional reimbursement. The SNB reimbursement rate is subject to change every program year.

For the current and previous year's SNB reimbursement rate, contact TDA at (877) TEX-MEAL or email [squaremeals@texasagriculture.gov](mailto:squaremeals@texasagriculture.gov).

## **Severe Need Breakfast Reimbursement Eligibility**

The SBP regulations specify that eligibility for severe need reimbursement is established on an individual campus basis using the following criteria:

- The reimbursement rates under the regular SBP are insufficient to cover SBP costs;
- The campus is currently participating in, or desiring to initiate, a SBP; and
- Forty percent or more of the lunches served to students at the campus in the second preceding school year were free or reduced-price meals.

## **Breakfast in the Classroom (BIC)**

Breakfast in the Classroom (BIC) is an alternative serving method that CEs can use to provide children with a nutritious meal in the familiar surrounding of their classroom. Prior to implementing a classroom meal service program, it is recommended that the SNP staff obtain the approval and support of administrators, principals, and teachers. Once approval is granted at the CE level, the staff at each school will need to be trained for set-up and implementation of the program. Each CE must amend their Attachment B to the policy statement to include procedures for BIC. An amendment to the policy statement must be submitted to TDA for approval before BIC is implemented; amendments must be approved by TDA no later than October 15, annually.

The meal can be served in a variety of ways. It can be served in a bag as a meal or individually wrapped. Students can come to the cafeteria to pick up their meals and return to the classroom to eat, or meals can be delivered to the classroom and served to the students. Any method requires that a reimbursable meal including milk must be served. The food production record must reflect if Offer vs. Serve is utilized and there must be a point at which it can be determined that a reimbursable meal has been chosen by an eligible student when breakfast is served/consumed in the classroom.

Working with teachers and administrators on an on-going basis is the key to maintaining a successful BIC program. Regardless of when meals are served it is important that an adequate point-of-service meal counting system is in place to properly count and document the meals served in the classroom. Counts taken anywhere other than at the point-of-service, such as attendance counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by “backing into” the number of lunches or breakfasts served are a few of the common pitfalls of a BIC program that the CE must avoid.

Before implementing a “Breakfast in the Classroom” program the CE should thoroughly review Section 7, Counting and Claiming in this Manual.

### **Universal Free Breakfast Program (UFBP)**

The Universal Free Breakfast Program (UFBP) allows schools to provide students a breakfast meal at no charge including those students that are approved for reduced-price and paid meals. Students must be counted and claimed in their approved eligibility category (free, reduced or paid) but receive a meal at no charge. Schools providing UFBP must follow the counting and claiming requirements included in Section 7, Counting and Claiming, of this manual. UFBP and the impact it will have on the district should be discussed with administrators and teachers before implementation. TDA requires a CE to change their Attachment B of the policy statement before implementation if the school’s collection or counting and claiming procedures change. Policy changes must be made no later than October 15, annually. No other formal approval process is necessary to begin UFBP.

CEs agree to pay program costs of all students eating at no charge if the reimbursement is not sufficient to cover the total costs of operating the UFBP.

### **Food Production Records**

CEs have the option to use TDA production records for both Food Based Menu Planning Systems and NSMP and ANSMP Menu Planning Systems. If the CE uses their own production record, they must include all elements included on the TDA production records on the following pages. CEs have the option to maintain their production records in either paper copy or electronically. However, the CE must be able to provide the production records to TDA upon request.

Daily Food Production Record for Food-Based - On-Site Production														6. STUDENTS SERVED: _____
5. <input type="checkbox"/> TRADITIONAL <input type="checkbox"/> ENHANCED														
1. CE: _____														
2. SCHOOL: _____														
3. MEAL PREPARATION SITE: _____														
4. MEAL SERVICE: <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> SNACK														
Food Item	14. Meal Contribution	15. Recipe #	Planned Portions & Serving Sizes						19. Total Amount Prepared (lbs. #10 cans, ea., cases, etc.)	20. Leftover	21. COMMENTS			
			Age/Group	Age/Group	Age/Group	Age/Group	Adults	Ala Carte						
	16. PK-3	16. 4-5	16. 6-8	16. 9-12	16. 13-18	16. 19-24	16. 25+	16. 18 Portion Size	17. # Portions	17. # Portions	17. # Portions	17. # Portions	17. # Portions	
9. Meat/Meat Alternate														
10. Vegetable/Fruit														
11. Grain/Breads														
12. Milk														
13. Other(s)/Condiments														

## Instructions for Completing Daily Food Production Records for Food Based—On-Site Production

1. **CE:** Enter the name of your contracting entity's (CE).
2. **School's Name:** Record your school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for; either breakfast, lunch or snack.
5. **Menu Option:** Select either Traditional or Enhanced Meal pattern based on Meal Pattern System (Attachment K) form in your application.
6. **Students Served:** Enter total students/adults/served for the day.
7. **Date:** Record the date the food will be served.
8. **Offer vs. Serve:** Check "yes" if you participate in offer vs. serve or "no" if not.
9. **Food Item:** List all the Meat/Meat Alternate (M/MA) items to be served.
10. **Food Item:** List all the Vegetable/Fruit/Juice (V/F/J) items to be served. (Example, corn or peaches)
11. **Food Item:** List all the Grains/Bread (G/B) items to be served.
12. **Food Item:** List Milk choices. Two different milk choices must be offered at lunch.
13. **Food Item:** List all Other/Condiments served such as mayo, mustard, and ketchup.
14. **Meal Contribution:** Include the amount of Meat/Meat Alternate (M/MA), Grains/Breads (G/B) in equivalents, Vegetable/Fruit (Juice) (V/F/J) in cups, and Milk (M) in ounces or 1/2 pts. Record contribution for each age group. This information is found on CN labels, the Food Buying Guide, and USDA recipes. For example: 1-1/2 M/MA, 2 G/B, 1/2 c J.
- 15.\* **Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used.
16. **Age/Grade Group:** List the Age/Grade groups to be served. (Example, PK- 3, K-3, 4-8, 4-12).
17. **Number of Portions:** Indicate the number of portions planned based on the number of students eating that day. (For example, 100, 300, etc.).
18. **Portion Sizes:** Describe the contribution to the school meal patterns: Meat/Meat Alternate (M/MA) in ounces indicating weight or each, Vegetable/Fruit/Juice (V/F/J) in cups or scoop sizes indicating volume, Grains/Breads in each or by weight for all age/grade groups served. Define portion size as it is served on the plate. (For example 1 Hamburger Patty, not 2.0 oz.).
19. **Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total # of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Indicate total amounts of food prepared in pounds/ounces, #10 cans. When in doubt as to how to list a particular food with regard to purchase units, refer to the *USDA Food Buying Guide, Revised 2001, column 2 entitled "Portion Units."* Any leftover foods used in meal preparation should be included in this column.
20. **Leftovers:** Record the total amount leftover for each menu item served. List amounts in the same manner as reported in column 18. (For example, 5-1/4 c, 7-2 oz, 18-1/2 pts, etc.)
21. **Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, # of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler, serve at BRK, 49-2 oz leftover due to unannounced field trip, ala carte-sold out, baker needs to prepare main dish, etc.

**Sack lunch** components must be listed on Production Records if claimed for reimbursement.

*\*If a recipe number is not used and the **Food Buying Guide** does not have a yield for the food item, the district must have a CN label or product analysis on file.*





## Instructions for Completing Daily Food Production Records for Food Based—Central Kitchen

1. **CE:** Enter the name of your contracting entity's (CE).
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for breakfast, lunch or snack.
5. **Menu Option:** Select either Traditional or Enhanced Meal pattern based on Meal Pattern System (Attachment K) form in your application.
6. **Date:** Record the date the food will be served.
7. **Food Item:** List all the Meat/Meat Alternate (M/MA) food items to be served.
8. **Food Item:** List all the Vegetable/Fruit/Juice (V/F/J) food items to be served. (For example: corn-frozen, mashed potatoes flakes).
9. **Food Item:** List all the Grains/Bread (G/B) food items to be served.
10. **Food Item:** List Milk choices. Two different milk choices must be offered at lunch.
11. **Food Item:** List all Other/Condiments served such as mayo, mustard, and ketchup.
12. **Meal Contribution:** Include the amount of Meat/Meat Alternate (M/MA), Grains/Breads (G/B) in equivalents, Vegetable/Fruit/Juice (V/F/J) in cups, and Milk (M) in ounces or 1/2 pts. Record contribution for each age group. This information is found on CN labels, the Food Buying Guide, and USDA recipes. For example: 1-1/2 M/MA, 2 G/B, 1/2 c J.
- 13.\* **Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used.
14. **Age/Grade Group:** List the Age/Grade groups to be served. (Example, PK- 3, K-3, 4-8, 4-12)
15. **Number of Portions:** Indicate the number of portions planned based on the meal. (For example, 100, 300, etc.).
16. **Portion Sizes:** Describe clearly the contribution to the school meal patterns: Meat/Meat Alternate (M/MA) in ounces indicating weight or each, Vegetable/Fruit/Juice (V/F/J) in cups or scoop sizes indicating volume, Grains/Breads in each or by weight for all age/grade groups served. Define portion size as it is served on the plate.
17. **Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total # of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Indicate total amounts of food prepared in pounds/ounces, # 10 cans. When in doubt as to how to list a particular food with regard to purchase units, refer to the *USDA Food Buying Guide, Revised 2001, column 2 entitled "Purchase Units."* When sending 4" pans, indicate how many pans are used and how many servings each pan yields i.e., 3 pans (100servings/pan). Any leftover foods used in meal preparation should be included in this column.
18. **Quantity Sent to:** Fill in the name of the satellite location(s) to which food is sent. Record the total amount of food sent to the each satellite location(s) prepared for. If sending #10 cans, please record how many #10 cans were sent. Use the food buying guide unit listed in column #2. Use the largest possible measure for the food item possible such as gallons rather than 1/2 pan. Refer to the recipe for correct weight/measures required for number of portions to be delivered. Adult/ala carte servings amounts should be included in amounts delivered.

**Sack lunch** components must be listed on Production Records if claimed for reimbursement.

*\*If a recipe number is not used and the **Food Buying Guide** does not have a yield for the food item, the district must have a CN label or product analysis on file.*



## Instructions for Completing Daily Food Production Records for Food Based—Receiving Kitchen

1. **CE:** Enter the name of your contracting entity's (CE).
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for: breakfast, lunch, or snack.
5. **Menu Option:** Select either Traditional or Enhanced Meal pattern based on Meal Pattern System (Attachment K) form in your application.
6. **Students Served:** Enter total students/adults/served for the day.
7. **Date:** Record the date the food will be served.
8. **Offer vs. Serve:** Check "yes" if you participate in offer vs. serve and list grades participating. Check "no" and list grades that offer vs. serve is not being used in, if any.
9. **Food Item:** List all the Meat/Meat Alternate (M/MA) items to be served.
10. **Food Item:** List all the Vegetable/Fruit/Juice (V/F/J) food items to be served.
11. **Food Item:** List all the Grain/Bread (G/B) items to be served.
12. **Food Item:** List Milk choices. Two different milk choices must be offered at lunch.
13. **Food Item:** List all Other/Condiments served such as mayo, mustard, and ketchup.
14. **Meal Contribution:** Include the amount of Meat/Meat Alternate (M/MA), Grain/Bread (G/B) in equivalents, Vegetable/Fruit/Juice (V/F/J) in cups, and Milk (M) in ounces or pints. Record contribution for each age group. This information is found on CN labels, the *Food Buying Guide*, and USDA recipes. For example: 1-1/2 M/MA, 2 G/B, 1/2 c J.
15. **Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used. CN label is located on the outside of the product case and must be kept on file.
16. **Age/Grade Group:** List the Age/Grade groups to be served. (Example, PK- 3, K-3, 4-8)
17. **Number of Portions:** Indicate the number of portions planned based on the number of students eating that day. (For example, 100, 300, etc.). If the portion sizes are the same for different age/grade groups, the district can either list number of portions planned for all of the age/grade groups it serves or the total number of portions planned and arrow across the age/grade groups.
18. **Portion Sizes:** Describe the contribution to the school meal patterns: Meat/Meat Alternate (M/MA) indicating weight or individual servings, Vegetable/Fruit/Juice (V/F/J) in cups or scoop sizes indicating volume, Grain/Bread in individual servings or by weight for all age/grade groups served. Define portion size as it is served on the plate. (For example, 1 Hamburger Patty, not 2.0 oz.)
19. **Total Amount Received:** Indicate total amounts of food received in pounds/ounces, # 10 cans, quarts, gallons, or number of pans with the number of servings defined.
20. **Leftovers:** Record the total amount leftover for each menu item served. List amounts in the same manner as reported in column 18. (For example, 5-1/4 c, 7-2 oz, 18-1/2 pts, etc.)
21. **Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, # of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler, serve at BRK, 49-patties leftover due to unannounced field trip, a la carte, sold out, baker needs to prepare main dish, etc.

**Sack lunch** components must be listed on Production Records if claimed for reimbursement.

1. CE: _____										6. DATE: _____									
Daily Food Production Record for Nutrient Standard - On Site Production 5. <input type="checkbox"/> NUTRIENT STANDARD <input type="checkbox"/> ASSISTED NUTRIENT STANDARD																			
2. SCHOOL: _____										7. STUDENTS SERVED: _____									
3. MEAL PREPARATION SITE: _____										ADULTS SERVED: _____									
4. MEAL SERVICE: <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH										TOTAL SERVED: <input type="checkbox"/> YES <input type="checkbox"/> NO									
Food Item	13. Recipe #	Planned Portions & Serving Sizes										17. Total Amount Prepared (lbs #10 cans, ea, cases)	18. Leftovers	19. Comments					
		Age/Group		Age/Group		Age/Group		Age/Group		Ala Carte									
		14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size	14. 14. # 16 Portion Size								
9. Entrée																			
10. Sides (____ # to take)																			
11. Milk																			
12. Other(s)/Condiments																			

## Instructions for Completing Daily Food Production Records for Nutrient Standard — On-Site Production

1. **CE:** Enter the name of your contracting entity's (CE).
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for breakfast, lunch, or snack.
5. **Menu Option:** Select either Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu pattern based on meal planning system (Attachment K) form in your application.
6. **Date:** Record the date the food will be served.
7. **Students Served:** Enter total students/adults/total served for the day.
8. **Offer vs. Serve:** Check "yes" if you participate in offer vs. serve or "no" if not.
9. **Entrée:** List all entrée choices to be served as a reimbursable meal. (Example of entrees: hamburger on a bun, burrito, and turkey and potatoes)
10. **Sides (Group 1), if applicable:** List in (Group 1) all choices of dishes offered to students in which they must/can select from in that group. (Example: fruit salad, apple, and pear).
11. **Sides (Group 2), if applicable:** List in (Group 2) all choices of dishes offered to students in which they must/can select from in that group. (Example: green beans, peas, fries).
12. **Sides (Group 3), if applicable:** List in (Group 3) all choices of dishes offered to students in which they must/can select from in that group. (Example: muffin, roll, cornbread)
13. **Milk:** List milk choices. Two different milk choices must be offered at lunch.
14. **Other(s) Condiments:** List all other food items or condiments served such as mayo, mustard, ketchup, etc.
15. **Recipe #:** List recipe number. A recipe number must be listed if two or more ingredients are used.
16. **Age/Grade Group:** List the age/grade groups to be served. (Example, K- 3, 4-7).
17. **Number of Portions:** List number of portions planned based on the meal. (Example, 50, 100).
18. **Portion Size:** Describe clearly the portion size in ounces indicating weight, or in cups or scoops sizes indicating volume, for all age/grade groups served. Portion size refers to the amount served on the plate.
19. **Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total number of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Be very specific and consistent in your measurements. List items in cans, ounces, pounds, and cases.  
Example      *Shredded cheese - 2# 8oz.*  
                    *Burritos - 5 cases (100/case)*  
                    *Carrots - 3 #10 cans.*      }      This should correspond to columns 17 and 18.  
                    Any leftover foods used in meal preparation should be included in this column.
20. **Leftovers:** Record the total amount leftover for each menu item served. List in the same manner as reported in column 18. (For example, 2#, 7oz, 1 case, 5-1/4 c).
21. **Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, number of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler; serve at breakfast; 49-2 oz leftover, etc.

Disregard the Entrée and side category headings when using for breakfast meal.

Sack lunch components must be listed on Production Records if claimed for reimbursement.



## Instructions for Completing Daily Food Production Records for Nutrient Standard — Central Kitchen

1. **CE:** Enter the name of your contracting entity's (CE).
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for; Breakfast, Lunch, or Snack.
5. **Menu Option:** Select either Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu pattern based on meal pattern system (Attachment K) form in your application.
6. **Date:** Record the date the food will be served.
7. **Food Item:** List all entrée choices to be served as a reimbursable meal.
8. **Food Item:** List in Sides (Group 1) all choices of dishes offered to students in which they must/can select from in that group. (Example, fruit salad, apple, pear)
9. **Food Item:** List in Sides (Group 2) all choices of dishes offered to students in which they must/can select from in that group. (Example, green beans, peas, fries)
10. **Food Item:** List in Sides (Group 3) all choices of dishes offered to students in which they must/can select from in that group. (Example, Muffin, roll, cornbread)
11. **Food Item:** List the milk choices offered. Two different milk choices must be offered at lunch.
12. **Food Item:** List all other food items or condiments served such as mayo, mustard, ketchup, etc.
13. **Recipe #:** List the recipe number. A recipe number must be listed if two or more ingredients are used.
14. **Age/Grade Group:** List the age/grade groups to be served. (Example, PK- 3, K-3, 4-8, 4-12)
15. **Number of Portions:** Indicate the number of portions planned based on the meal. (For example, 50, 100, 300, etc.).
16. **Portion Sizes:** Describe the portion sizes in ounces indicating weight or in cups/scoops/spoodle sizes indicating volume, for all age/grade groups served. Portion size refers to the amount served on the plate.
17. **Total Amount Prepared:** Using the *Food Buying Guide*, the portion size and the total number of portions needed, determine the actual amount required to prepare for all the age/grade groups listed. Be very specific and consistent in your measurements. List items in cans, ounces, pounds, and cases.  

Example	Shredded cheese – 2# 8 oz. Burritos – 5 cases (100/case) Carrots – 3 #10 cans	}	This should correspond to columns 17 and 18
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Any leftover foods used in meal preparation should be included in this column.
18. **Quantity Sent:** Complete the name(s) of the satellite location(s) to which food is sent. Record the total amount of food sent to the each satellite location(s). Use the largest possible measure for the food item possible such as gallons rather than cups. Refer to the recipe for correct weight/measures required for number of portions to be delivered.

Disregard the Entrée and side category headings when using for breakfast meal.

**Sack lunch** components must be listed on Production Records if claimed for reimbursement.





## Instructions for Completing Daily Food Production Records for Nutrient Standard — Receiving Kitchen

1. **CE:** Enter the name of your contracting entity's (CE).
2. **School's Name:** Record the school's name.
3. **Meal Preparation Site:** List the name of the food preparation site if the food served at the school is prepared at another location.
4. **Meal Service:** Check the meal that the menu is for: breakfast, lunch, or snack.
5. **Menu Option:** Select either Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning based on meal planning system (Attachment K) form in your application.
6. **Date:** Record the date the food will be served.
7. **Students Served:** Enter total students/adults/total served for the day.
8. **Offer vs. Serve:** Check "yes" if you participate in offer vs. serve and "no" if not.
9. **Entree:** List all entree choices to be served as a reimbursable meal. (Example of entrees: hamburger on a bun, burrito, turkey and potatoes)
10. **Sides:** List all choices of dishes offered to students. (Example: fruit salad, apple, pear, green beans, peas, fries, muffin, roll, cornbread.) **Indicate the number of sides the student must/can select.**
11. **Milk:** List milk choices. Two different milk choices must be offered at lunch.
12. **Other(s) Condiments:** List all other food items or condiments served such as mayo, mustard, and ketchup.
13. **Recipe #:** List recipe number. A recipe number must be listed if two or more ingredients are used.
14. **Age/Grade Group:** List the age/grade groups to be served. (Example: K- 3, 4-7)
15. **Number of Portions:** List number of portions planned based on the meal. (Example: 50, 100.)
16. **Portion Size:** Describe the portion size in ounces indicating weight, or in cups or scoops sizes indicating volume, for all age/grade groups served. Portion size refers to the amount served on the plate.
17. **Total Amount Received:** Indicate total amounts of food received in pounds/ounces, # 10 cans, quarts, gallons, or number of pans with the number of servings defined.
18. **Leftovers:** Record the total amount leftover for each menu item served. List leftovers in the same manner as reported in column 16. (For example, 5-1/4 c, 7-2 oz, 18-1/2 pts, etc.)
19. **Comments:** (Optional) Include such information as serving temperature, weather factor, product acceptability, equipment schedule, # of servings served/food item, cost/food item, etc. Examples are as follows: leftovers in cooler, serve at breakfast, 49-patties leftover, etc.

**Breakfast:** Three categories; fluid milk as a beverage and any two other foods except FMNV.

**Sack lunch** components must be listed on Production Records if claimed for reimbursement.

## USDA-Approved Nutrient Analysis Software

USDA provides a list of USDA-approved Nutrient Standard Menu Planning (NSMP) and School Meals Initiative (SMI) nutrient analysis software programs available to CEs to meet SMI and menu planning requirements.

The current list of USDA-approved nutrient analysis software programs may be found in the chart below and can also be accessed at <http://healthymeals.nal.usda.gov/software.html>.

<b>CN Menus</b> CN Resource, LLC 1930 N. Arboleda, Suite 101 Mesa, AZ 85213 Contacts: Rich Crandall, Connie Ballard Phone: (866) 941-6368 Fax: (480) 325-9966 E-mail: <a href="mailto:info@cnresource.com">info@cnresource.com</a> Web site: <a href="http://www.cnmenus.com">www.cnmenus.com</a>	<b>Menus &amp; Nutrition Inventory Management (WinFSIM)</b> MCS Software, L.L.C. 113 Brook Court Mandeville, LA 70448 Contact: Sales and Marketing Phone: (888) 287-6416 Fax: (866) 407-7309 E-mail: <a href="mailto:sales@mcssoftware.com">sales@mcssoftware.com</a> Web site: <a href="http://www.mcssoftware.com">www.mcssoftware.com</a>
<b>CookerPro Commercial</b> Barrington Software, Inc. 830 W. IL Route 22 #65 Lake Zurich, IL 60047-2560 Phone: (877) 487-7020 Fax: (847) 908-7533 E-mail: <a href="mailto:info@barringtonsoftware.com">info@barringtonsoftware.com</a> Web site: <a href="http://www.cooker.com">www.cooker.com</a>	<b>NUTRIKIDS: Menu Planning &amp; Nutritional Analysis</b> LunchByte Systems 550 Latona Road, Building F Rochester, NY 14626 Phone: (800) 724-9853 Fax: (585) 227-8594 Email: <a href="mailto:help@nutrikids.com">help@nutrikids.com</a> Web site: <a href="http://www.nutrikids.com">www.nutrikids.com</a>
<b>Eatec Solutions (formerly EatecNetX)</b> Agilysys, Inc. 1900 Powell St. #650 Emeryville, CA 94118 Contact: Sales Department Phone: (510) 594-9011, ext. 209 Fax: (510) 594-9091 E-mail: <a href="mailto:info@agilysys.com">info@agilysys.com</a> Web site: <a href="http://www.agilysys.com">www.agilysys.com</a>	<b>PRIMA – Production, Recipes, Inventory, and Menu Analysis</b> (Approved for use only by school food service programs managed by ARAMARK and is not available for purchase) ARAMARK Corporation 1101 Market Street Philadelphia, PA 19107 Phone: (800) 238-3000 Fax: (215) 238-7189 Web site: <a href="http://www.aramark.com">www.aramark.com</a>
<b>LunchBox</b> Data Futures 416 Skidmore Drive Harlan, KY 408310-1781 Phone: (800) 256-8224 Fax: (800) 256-8232 Email: <a href="mailto:support@datafutures.com">support@datafutures.com</a> Web site: <a href="http://www.lunchbox-k12.com">www.lunchbox-k12.com</a>	<b>Primero Menu Planning</b> Cybersoft Technologies, Inc. 4422 FM 1960 West, Suite 300 Houston, Texas 77068 Contact: Ray Barger Phone: (832) 249-2574 Fax: (281) 895-9555 E-mail: <a href="mailto:sales@cybersoft.net">sales@cybersoft.net</a> Web site: <a href="http://www.cybersoft.net">www.cybersoft.net</a>

<p><b>Meal Magic .NET Suite</b>  Meal Magic Corporation  627 Elliott Street  Grand Haven, MI 49417  Phone: (877) 383-3100  E-mail: <a href="mailto:sales@mealmagic.com">sales@mealmagic.com</a>  Web site: <a href="http://www.mealmagic.com/nutrition">http://www.mealmagic.com/nutrition</a></p>	<p><b>TrakNOW – Nutrition on the Web</b>  (Fastrak School and Rightrak District Suites)  PCS Revenue Control Systems, Inc.  560 Sylvan Avenue  Englewood Cliffs, NJ 07632  Sales and Marketing  Phone: (800) 247-3061 or (201) 568-8300  Fax: (800) 854-3387 or (201) 568-8381  Email: <a href="mailto:weCare@pcsRCS.com">weCare@pcsRCS.com</a>  Web site: <a href="http://www.pcsRCS.com">www.pcsRCS.com</a></p>
<p><b>Meal Tracker® Menu Planning</b>  Harris School Solutions  110 S. Main Street Suite 400  Wichita, KS 67202  Contact: Sales and Marketing  Phone (888) 880-8278  Fax: (316) 494-6301  E-mail: <a href="mailto:K12solutions@harriscomputer.com">K12solutions@harriscomputer.com</a>  Web site: <a href="http://www.harris-schoolsolutions.com">www.harris-schoolsolutions.com</a></p>	<p><b>Visual B.O.S.S.</b>  (Back Office Software Solutions)  Horizon Software International, LLC.  2915 Premiere Pkwy, Suite 300  Duluth, GA 30097  Contact: Sales Department  Phone: (800) 741-7100  Fax: (770) 554-6331  Emails: <a href="mailto:sales@horizonsoftware.com">sales@horizonsoftware.com</a>  Web site: <a href="http://www.horizonsoftware.com">www.horizonsoftware.com</a></p>
<p><b>Meals Plus Menus</b>  Education Management Systems, Inc.  4110 Shipyard Blvd.  Wilmington, NC 28403  Phone: (800) 541-8999  Fax: (910) 799-5427  E-mail: <a href="mailto:sales@mealsplus.com">sales@mealsplus.com</a>  Web site: <a href="http://www.mealsplus.com">www.mealsplus.com</a></p>	<p><b>WinSNAP</b>  (WebSMARTT – Powered by Win SNAP™)  School-Link Technologies, Inc.  P.O. Box 2410  Santa Monica, CA 90407  Contact: Sales/Customer Service Department  Phone: (800) 423-2113, ext. 8947  Fax: (310) 656-6845  Email: <a href="mailto:customerservice@si-tech.net">customerservice@si-tech.net</a>  Web site: <a href="http://www.school-linktechnologies.com">www.school-linktechnologies.com</a></p>